

AMERICAN COUNCIL ON EDUCATION (ACE)

Background Information on the Registry of Credit Recommendations

Founded in 1918, the American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research and program initiatives.

By fostering greater collaboration and new partnerships within and outside higher education, ACE helps colleges and universities anticipate and address the challenges of the 21st century and contribute to a stronger nation and a better world. Our members and associates are approximately 1800 accredited, degree-granting colleges and universities and higher-education-related associations, organizations and corporations.

Three key strategic priorities drive ACE's activities:

1. Representation
2. Leadership Development
3. Service

ACE's areas of focus include:

- Access, Success, Equity and Diversity
- Institutional Effectiveness
- Lifelong Learning
- Internationalization

The Registry

- Provides a permanent, computerized record of the educational accomplishments of employees of organizations whose courses have received credit recommendations by ACE.
- Provides transcripts to colleges and universities, thus facilitating decisions on awarding credit to employees of participating organizations.
- Relieves sponsoring organizations of the burden of issuing transcripts, keeping permanent records and handling credit requests of employees participating in the Registry system.
- Gives employees continuous access to their records.

How the Registry Works

The American Council on Education's Program of Non-Collegiate Sponsored Instruction conducts a course review.

Course descriptions for publication in *The National Guide to Educational Credit for Training Programs* are drafted and sent to the sponsor and reviewers for verification.

Course descriptions for the computer (descriptors) are drafted, verified and entered into the Registry's computer file.

How the Registry is Used

The sponsoring organization informs course participants of ACE's credit recommendations.

Employees who successfully complete such a course and are interested in requesting credit fill out a student participation form, have it authenticated by the organization, and mail it to the Registry.

An employee seeking college credit for courses receiving ACE recommendations requests that a transcript be issued.

The Registry mails an official transcript to the designated college or university.

General Information

If you wish to seek credit for a course, contact the admissions office of the college or university where you wish to have the credit accepted. If the college agrees to grant credit and requires a transcript, go to the ACE Online Transcript System. Using the Online Transcript System, you can view your complete file, change your address if necessary, and order your ACE transcript. If you have difficulty with the process, the ACE Call Center is open Monday through Friday from 8:45 am to 4:45 pm and can be reached toll free at 866.205.6267 or via internet at credit@ace.nche.edu. Staff is able to assist you with courses that carry ACE recommendations for both civilian organizations and training obtained through the military.

For more information about military service credit recommendations please visit:

<http://www.acenet.edu/AM/Template.cfm?Section=Transcripts1&CONTENTID=17578&TEMPLATE=/CM/ContentDisplay.cfm>

The transcript of your course credit recommendations will be sent by the Registry to the college or university you designate on the ACE Online Transcript System.

Please remember that **colleges and universities are not obligated to accept the credit recommendations**; however, thus far, over 900 colleges and universities nationwide have accepted ACE credit recommendations appearing in *The National Guide to Educational Credit for Training Programs*.

Tips on Gaining Credit Acceptance

Do your homework beforehand. Know what factors affect a college's decision to award credit. Does the content of your course fit into your college's degree curriculum? For example, if the course included computer programming and you are enrolled in a business degree program, does the business curriculum included programming? If so, does your course cover the topics required in the college course? If yes, be prepared to discuss how your course is a suitable substitute. If not, find out if you can use the credit recommendation as an elective subject. If you don't know whether your course content fits, you should review the college catalog or other materials to see if there is a match. The more information you have, the more likely you will be able to successfully negotiate your request.

Frequently Asked Questions About ACE

How do I know what courses qualify for credit recommendations? The American Council on Education certifies most of the courses at the Management Development Centers for college or graduate credit. A complete list is available in the classroom.

Why doesn't this program apply to ALL courses at the Management Development Centers? For numerous reasons, not all courses taught by us can be a part of this program. A course might not be long enough, or might be too new to have been reviewed. However, the review process is ongoing. A course that is not certified today might become certified at a later date. It is possible for credit to be awarded retroactively, so keep in touch.

What is the cost to me? There is a one-time activation fee of \$40 for the ACE Registry service. This fee will entitle you to maintain a transcript file of all ACE-certified courses you have attended. Your first transcript will be at no charge. For each additional transcript request, you will be charged \$15. There are no other fees for participation in the program.

When does the program start? Upon acceptance into the Registry, transcript services are available. Transcripts, whether "Official" or "Issued to Student", will be sent upon request. Simply register on-line to submit the request for credit after each ACE certified course to have it added to your transcript.

Does the program include courses I have already taken? Absolutely! The program accepts courses taken within the past 10 years as long as they were ACE certified during the time of your attendance.

How can I use these credits? Some students use this transcript merely as a way to keep track of training courses to demonstrate “life-long” or continuous learning. Also, the ACE transcript maintains the record so individual certificates do not have to be saved. Other students use ACE credits towards a degree. Most all graduate programs will accept somewhere between 6-9 credits from other institutions, depending on your program requirements. Undergraduate programs are more liberal, often accepting up to one-half of the degree requirements from other institutions. Check with your college or university as some institutions, degrees or programs make no allowances for additional credits or electives. However, other institutions do accept ACE credits. These institutions are listed in the ACE program guide and on the ACE web page (www.acenet.edu).

What if the date that I took the course is not within the effective dates? Unfortunately, recommendation requirements mandate that any significant revisions in the course be reviewed separately. The effective dates listed in the course catalog are the dates that the courses were taught under the most current revision. In some cases, earlier revisions of the course materials were available, reviewed and accepted. This was not possible in all cases; however, you can sometimes make a case with a university that the course is equivalent to the certified version.

What colleges or what degree programs will accept these credits? Since the American Council on Education is a national institution, these recommended credits can be sent to ANY institution. The number of credits accepted will depend upon your degree program, your academic status, the credits that are necessary to complete your degree, the division of those credits, the institutional policy regarding transfer credit, etc. If the credits are refused for what seems to be an unsubstantiated reason, please contact ACE. They are prepared to help you.

What do I need to do to receive credit? To receive a transfer transcript from ACE, you must first be added to the ACE Registry. The Management Development Seminar staff can provide the instructions to apply.

What can I do if an institution refuses my recommended credits? In a normal situation, nothing. However, with ACE recommended credits, an advocacy program is one of the benefits. If your institution will not accept the credits because of a duplication of courses, the credits do not apply to your particular degree, or they are not of the required division, the institution has every right to maintain the integrity of their program. However, if the credits are refused simply because they come from ACE, or because the institution is unfamiliar with ACE, you can call the Database Coordinator at ACE-202.939.9437. ACE will contact the university for you. This will save you time and help other students that wish to use alternative credits to complete their degree.

Who should I contact if I have more questions? Please contact the Management Development Center's Registrar, Carra Carlton, at 303-671-1022.